

Department of Defense

# **INSTRUCTION**

NUMBER 1332.37 June 29, 1994 Incorporating Change 1, August 5, 1994

USD(P&R)

SUBJECT: Program to Encourage Public and Community Service Employment

- References: (a) Sections 4403 and 4462 of Public Law 102-484, "National Defense Authorization Act for Fiscal Year 1993," October 23, 1992
  - (b) Section 561 of Public Law 103-160, "National Defense Authorization Act for Fiscal Year 1994," November 10, 1993
  - (c) DoD Instruction 1340.19, "Certification of Public and Community Service Employment of Military Retirees," November 17, 1993
  - (d) DoD Instruction 1332.36, "Pre-separation Counseling For Military Personnel," February 14, 1994
  - (e) Section 5532 of title 5, United States Code
  - (f) Section 501 of title 26, United States Code

## 1. PURPOSE

This Instruction implements Section 4462 of reference (a) and Section 561 of reference (b) by establishing policy, assigning responsibilities, and prescribing procedures to:

1.1. Encourage and assist separating Service members, Service members retiring with 20 or more years of service, DoD civilian personnel leaving the Government, and spouses to enter public and community service employment.

1.2. Encourage and assist Service members requesting retirement with fewer than 20 years of service to register for public and community service employment.

## 2. <u>APPLICABILITY AND SCOPE</u>

This Instruction applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. All active duty Service members and former members under Section 4462 of reference (a), Section 561 of reference (b), and DoD civilian personnel leaving the Government, and their spouses.

#### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

#### 4. POLICY

It is DoD policy that:

4.1. All separating Service members and former members shall be encouraged to enter public or community service employment.

4.2. Service members determined to be eligible by the Secretary of their Military Department for, and who do request retirement with fewer than 20 years of service are required by Pub. L. No. 102-484, Section 4403 (reference (a)) to register for public and community service employment.

4.2.1. This registration normally shall take place not earlier than 90 days before retirement or terminal/transition leave.

4.2.2. In order to have their military retired pay and Survivor Benefit Plan base amount (if applicable) recomputed in accordance with DoD Instruction 1340.19 (reference (c)), early retirees must be employed with a DoD-registered public and community service organization that provides the services listed in enclosure 1, subparagraphs E1.1.4.1. through E1.1.4.12., or that coordinates the provision of services listed in enclosure 1, subparagraphs E1.1.4.1. through E1.1.4.12.

4.3. DoD civilian personnel leaving the Government, their spouses, and spouses of Service members who are seeking employment shall be encouraged to register for public and community service employment.

#### 5. <u>RESPONSIBILITIES</u>

5.1. The Under Secretary of Defense for Personnel and Readiness shall:

5.1.1. Monitor compliance with this Instruction.

5.1.2. Establish policy and provide guidance on public and community service employment.

5.1.3. Provide program information to the public on the Department of Defense's public and community service employment program.

5.1.4. Ensure that the Director, Defense Manpower Data Center (DMDC):

5.1.4.1. *Maintains the Public and Community Service Organizational Registry.* 

5.1.4.2. Maintains the Public and Community Service Personnel Registry.

5.1.5. Decide the status of requests for reconsideration from employers resubmitting their request to be included on the Public and Community Service Organizational Registry, but whose first request was disapproved.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Ensure compliance with this Instruction.

5.2.2. Encourage public and community service employment for separating Service members, their spouses, DoD civilian personnel leaving the Government, and their spouses.

5.2.3. Coordinate with the Under Secretary of Defense for Personnel and Readiness before promulgating public and community service employment policies and regulations.

#### 6. <u>PROCEDURES</u>

**6.1.** Military personnel offices shall advise Service members desiring to apply for early retirement that they shall register normally within 90 days of their retirement date, for public and community service (PACS) employment, and refer them to a Transition Assistance Program Counselor for registration.

6.2. Personnel offices shall advise separating Service members, DoD civilian personnel leaving the Government, and their spouses to contact a Transition Assistance Program Counselor about PACS employment and registration.

6.3. Transition Assistance Program Counselors shall counsel separating Service members (during preseparation counseling established by reference (d)), DoD civilian personnel leaving the Government, and their spouses on PACS employment. Counselors shall update into the Defense Outplacement Referral System (DORS) database Service members requesting early retirement and other DoD personnel or spouses who request registration. Transition Assistance Program Counselors shall use DD Form 2580, "Operation Transition Department of Defense Outplacement Referral System/Public and Community Service Individual Application" (enclosure 2) to register personnel for PACS employment. In addition, Counselors shall ensure that Service members who are requesting early retirement are advised that:

6.3.1. Registering for PACS is a requirement for consummation of their early retirement under Pub. L. No. 102-484, Section 4403 (reference (a)) or Section 561 of Pub. L. No. 103-160 (reference (b)).

6.3.2. Early retirees must provide a copy of their confirmation DORS miniresume to their servicing military personnel office for filing in their Service record before their final retirement processing.

6.3.3. Subsequent PACS employment is encouraged, but not required.

6.3.4. Working in a Federal public service organization may subject him or her to dual-compensation restrictions of 5 U.S.C. 5532 (reference (e)).

6.3.5. DoD-approved PACS employment qualifies the Service member who is retired under Pub. L. No. 102-484, Section 4403 (reference (a)) or Pub. L. No. 103-160 (reference (b)) for increased retired pay effective on the first day of the first month beginning after the date on which the member or former member attains 62 years of age. The former Service member must have worked in DoD-approved PACS employment between the date of early retirement and the date in which he or she would have attained 20 years of creditable service for computing retired pay, and have retired on or after October 23, 1992 and before October 1, 1999.

6.3.6. It is the early retiree's responsibility to ensure that the DMDC is advised when the early retiree's PACS employment starts, and of any subsequent changes.

6.4. Military personnel offices shall ensure a copy of the confirmation DORS miniresume is filed in the permanent document section of the Service record of Service members who retire early.

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6.5. The DMDC shall maintain the PACS Personnel Registry, which includes information on the particular job skills, qualifications, and experience of registered personnel.

6.6. The DMDC shall maintain the PACS Organizational Registry, which includes information regarding each organization, including its location, size, types of public or community service positions in the organization, points of contact, procedures for applying for such positions, and a description of each position that is likely to be available.

6.7. Public and community service organizations shall use DD Form 2581, "Operation Transition Employer Registration" (enclosure 3) and DD Form 2581-1, "Public and Community Service Organization Validation" (enclosure 4) to request registration on the PACS Organizational Registry. Instructions on how to complete the forms and where to send them are on the forms.

6.8. The DMDC shall register those organizations meeting the definition of a public or community service organization and include them on the PACS Organizational Registry. For organizations that do not appear to meet the criteria, the DMDC shall refer the request to the Transition Support and Services Directorate, Office of the Under Secretary of Defense for Personnel and Readiness. The Transition Support and Services Directorate may consult individually on an ad hoc basis with appropriate agencies to determine whether or not the organization meets the validation criteria. For organizations that are denied approval as a creditable early retirement organization and that request to the next higher level for a final determination. The DMDC shall advise organizations of their status.

### 7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of Implementing documents to the Under Secretary of Defense for Personnel and Readiness within 120 days.

Edwin Dorn Under Secretary of Defense for Personnel and Readiness

Enclosures - 4 E1. Definitions E2. DD Form 2580 E3. DD Form 2581 E4. DD Form 2581-1

#### E1. ENCLOSURE 1

#### DEFINITIONS

E1.1.1. <u>Community Service Employment</u>. Work in nonprofit organizations that provide or coordinate services listed in definition E1.1.4.1. through E1.1.4.12., below. "Nonprofit" is defined as having been recognized by the Internal Revenue Service as having a tax-exempt status under 26 U.S.C. 501(c)(3) or 501(c)(4) (reference (e)). These organizations shall not be administered by businesses organized for profit, labor unions, partisan political organizations, or organizations engaged in religious activities, unless such activities are unrelated to religious instructions, worship services, or any form of proselytization.

E1.1.2. <u>Creditable Early Retirement Public or Community Service Employment for</u> <u>Service Members</u>. Employment in a DoD-registered public and community service organization that provides the services listed in E1.1.4.1. through E1.1.4.12., below, or that coordinates the provision of the services listed in E1.1.4.1. through E1.1.4.12. Federal employment shall count toward recomputed military retirement pay and Survivor Benefit Plan base amount for early retirees: however, working in a DoD-registered Federal public service organization may trigger the dual-compensation restrictions of Section 5532 of reference (e). Employment must have occurred between the date of early retirement and the date in which the Service member would have attained 20 years of creditable service for computing retired pay, and he or she must have retired on or after October 23, 1992 and before October 1, 1999.

E1.1.3. <u>Early Retirement</u>. Retirement from active duty with at least 15 but fewer than 20 years of service, as provided by Pub. L. No. 102-484, Section 4403 (reference (a)).

E1.1.4. <u>Public and Community Service Organization</u>. Government or private organizations that provide or coordinate the provision of the following services:

E1.1.4.1. Elementary, secondary, or post-secondary school teaching or administration.

E1.1.4.2. Support of teachers or school administrators.

E1.1.4.3. Law enforcement.

E1.1.4.4. Public healthcare.

E1.1.4.5. Social services.

E1.1.4.6. Public safety.

E1.1.4.7. Emergency relief.

E1.1.4.8. Public housing.

E1.1.4.9. Conservation.

E1.1.4.10. Environment.

E1.1.4.11. Job training.

E1.1.4.12. Other public and community service not listed above, but consistent with or related to services described in subparagraph E1.1.4.1. through subparagraph E1.1.4.11., above.

E1.1.5. <u>Public Service Employment</u>. Work in a Federal, State or local government organization that provides or coordinates services listed in subparagraphs E1.1.4.1. through E1.1.4.12., above.

E1.1.6. <u>Separation</u>. Normal separation from active duty or civil service, military retirement with 20 or more years service, release from active military service, and reduction in force.

E1.1.7. <u>Transition Assistance Program Counselor</u>. A person charged with the responsibility of conducting transition programs. Examples include personnel assigned to family centers, military or civilian personnel offices, unit transition counselors, and as command career counselors.

# E2. ENCLOSURE 2

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9. AUTHORIZATION I hereby authorize release of the data on this form to civilian agencies and / or private organizations fcr employment purposes. If I am a civil service employee or an active duty service mamber, I also authorize the release of data from extracts of my computerized personnel records.
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DD Form 2580, FEB 04

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# E3. ENCLOSURE 3

# <u>DD FORM 2581</u>

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INSTRUCTIONS FOR COMPLE	ETING DD FORM 2581
<ol> <li>ORGANIZATION NAME AND ADDRESS. Enter your organization name and address exactly as you would like it ha appear on information mailed to you. P.O. Boxes por preferred.</li> <li>EMPLOYMENT CONTACT ADDRESS. Enter the address of your Human Resources Department (if different from item 1).</li> <li>ORGANIZATION CONTACT. Enter the name of the individual who will serve at pronizational contact to Operation Transition.</li> <li>EMPLOYMENT CONTACT. Enter the name of an individual in your Human Resources Department who can answer specific questions on employment and positions available (if different from item 3).</li> <li>ORGANIZATION TELEPHONE NUMBER. Enter the rea code and telephone number for your organization, Please enter a direct line or toils mail if available.</li> <li>EMPLOYMENT CONTACT TELEPHONE NUMBER. Enter the reas code and telephone number for your employment contact (if different from item 5). Please enter a direct line or voice mail, if available.</li> <li>FAX TELEPHONE SUMBER. Enter the area code and telephone number of. Your employment contact (if different from item 5). Please enter a direct line or voice mail, if available .</li> <li>FAX ROUTING ADDRESS. Enter any additional information that may be needed on the FAX cover sheet.</li> <li>HOW DID YOU HEAR ABOUT OPERATION TRANSITION. List the source(s) where you first heard about Operation Transition.</li> <li>IS YOUR ORGANIZATION A Check the epropriste box: a. Privete Sector employers are contact entities. Community Service Employers are certified non-profit organizations or associations.</li> <li>TYPES AND LOCATIONS OF POSITIONS IN ORGANIZATION UNELLY TO BE AVAILABLE. Briefly describe the positions (indo types or titles) and the location of the positions which may be available for employment referrals.</li> </ol>	<ul> <li>12. PROCEDURES FOR APPLYING FOR AVAILABLE POSITIONS. Briefly describe how the applicants should apply for available positions.</li> <li>13e. SIZE OF ORGANIZATION. Briefly describe size (number of personnel, branch offices, etc.) of your organization.</li> <li>13b. MAIOR FUNCTION/BUSINESS ACTIVITY OF ORGANIZATION. Briefly describe the major business activities (financial consulting, itood processing, etc.) of your organization.</li> <li>14a. 15 YOUR ORGANIZATION INVOLVED IN Plasse indicate if your organization is involved in these activities. Specific services are available. If none of the above applies check box "5."</li> <li>14b. ARE YOUR POSITION(S) Indicate if the compensation for these positions is commission only, selary only, or commission and salary combined.</li> <li>14c. IS AN INVESTMENT OR FEE NECESSARY. Indicate if acceptance of the position requires a monstary outlay by the applicant. This includes: membership fees, agency fees, start-up hits, inventory investments, or tuition. If yes, specify the amount the applicant would be expected to pay</li> <li>5. AGREEMENT. Your signature in item 16 indicate acceptance of the agreement in this item.</li> <li>Beese make certain that all items above have been completed in their entirety. Sign and date the form in items 16 and 17.</li> <li>MALL OR FAX THEC COMPLETED FORM TO: DMCC</li> <li>ATENTION: Operation Transition Baci00 fr Ord, C4 93941-0100 fAX (000)656-2132</li> </ul>

DD Form 2581, FEB 94 (BACK)

# E4. ENCLOSURE 4

# DD FORM 2581-1

PUBLIC AND COMMUNITY			··· · ·	Form Approved OMB No. 0704-0324 Expres Dec 31, 1996
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COMMUNITY SERVICE / NON-PROFIT ORGANIZ		<del>}                               </del>	(123) 450	- 8790
NAPORTANT: Please attach a copy of the MS ( statum. Also include a copy of your organizat below if your organization is affiliated with the	itter of Determination im liter's annual report, miss Limital Way, Combined B	ficiting your organized	ion has received If documentatio	HIS SPI (C) (2) tax-exempt n of its function, indicate
APPRIATE NAME AND ADORESS (Include 9-dag	t ZiP Code)	AFFILIATE POINT OF	CONTINCT AND P	OSITION
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NAME AND TITLE (Please print or type)	A SIGNATURE			OKTE (TTIMMDD)
CAROL O'GARA	Cont	20'La	na [	940607
Form 2581-1, FEB 94				

INSTRUCTIONS FOR COMPI	LETING DD FORM 2581-1
This form collects information to be used to certify an organization on the Public and Community Service Organization Registry under the provisions of Section 4450 of Public Law 102-484.	3. POINT OF CONTACT FOR ORGANIZATION. Provid the name and job title of a person who can answer specific questions about the organization.
Autor of runit Law 102-694. Public version organizations are defined as federal, stato or ioo: governmental entities. Community service organizations are non-profit organizations or associations which provide or coordinate the selvice of governmental entities. Combined Foderal Campadro presumptively qualify as nonmunity service organizations. Organizations: Organizations: (1) Businesses organization project; (1) Businesses organization project;	<ol> <li>POINT OF CONTACT TELEPHONE NUMBER. Enter the area code and telephone number for the point o contact. Please enter a direct line or voice mai extension if available.</li> <li>PRIMARY SERVICE CATEGORY (IES). Select the category that represents the core mission of you organization or department. If you provide primery services in two or more of the categories, select all applicable categories. As discussed above, the organization primary functions must be in one or more of the listed categories (5a - 5k) for a military runter to be slights for additional retirement credit. If your primary service category is not listed, go to item 6.</li> </ol>
<ul><li>(2) Labor unions;</li><li>(3) Partisan political organisations; and</li></ul>	6. ORGANIZATION FUNCTIONS. If your organization provides primary services in categories other than 5a- 5k, briefly describe those function (s).
(4) Organizations engaged in religious activities, onless such activities are unrelated to religiou institution, wirrhip services, or any form of presevent and any Public Law 102-484 also provides that certain members of the military services religing sarily from active daty receive additional military religings of the following active daty receive additional military religing sarily from active daty receive additional military religing the service organizations. To receive this credit, the fellies a comploying organization meat be on the Public and Community Service Organization Registry and have as in primary fortionals one on mere of the following	7. TYPE OF SERVICE. Indicate whether your organization provides public or community service by the appropriate block. Publics service refers to federal, state, local government organizations or associations. 8. PUBLIC SERVICE MEADQUARTERS AGENCY. If public service, refers to certified nonprofit organizations or associations. 8. PUBLIC SERVICE MEADQUARTERS AGENCY. If public service, the name, and address of the organization, if any, to which your organization reports. Include the name, job title, and telepione number of a person who can answer specific questions about the designations or genization.
<ul> <li>categories of public or continuity service;</li> <li>a. Elementary, secondary, or postsecondary school tasching or school administration.</li> <li>b. Support of elementary, secondary postsecondary school teaching or school administration.</li> <li>c. Social services</li> <li>d. Public health care</li> </ul>	9. COMMUNITY SERVICE / NON-PROFIT DREAMIZATION. If a community service argunization, statch a copy of the IRS Letter of Determination indisting that your organization has reserved IRS 501 [Ch429] Larencempt gravits. A community service organization will NCT be validated without the Letter of Determination. Also include a copy of your organization's annual report or mission statemen. or Titach other documentation about your organization's functions.
e. Law enforcement f. Public heating g. Public safety h. Conservation	Provide the name and address of the organization, if any, to which your organization reports or with which it is affiliated? Provide the name, job title, and belephone suppler of a person who can answer specific questions subplicit he headquarters affiliate.
i. Emergency management j. Environment k. Job training	10. AGREEMENT. Completion of this section and a signature by an organization's representative attests to the information a seturacy and completeness. I all or fax the completed form to:
ALL ITEMS MUST BE COMPLETED 1. NAME OF ORGANIZATION. Print or type the name of our organization. Please be specific. For example, if the	DMDC ATTN: OPERATION TRANSITION Box 100 Ft. Ord, CA 93941-0100
bolice department of the city of Oakdale is registering, use "Oakdale Police Department" as the organization instead of the "City of Oakdale."	FAX: (408) 656-2132 Please call the Defensel Manforver Data Cen er (DMDC) Help Desk at 1-800-1273-3677 between the hours of 6 AM and 6 PM Pacifict time if you have questions of need assistance with this form.
<ol> <li>ADDRESS OF ORGAMIZATION. Enter the address of your organization exactly as you would like it to appear on information mailed to you. Please avoid P.O. Boxes when possible.</li> </ol>	hours of 6 AM and 6 PM Pablik time if you have questions or need assistance with this form. Community service organizations - Remember to attach a copy of your IRS Letter of Determination